



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PHARMACIST

Class No. 004250

■ CLASSIFICATION PURPOSE

Under direction, pharmacist performs professional pharmaceutical work, supervises the work of para-professional staff; and performs related work.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class are located in the Health & Human Services Agency (HHS) and Sheriff's Department and provide services to all departments requiring pharmacists. This class differs from the next lower class, for Pharmacy Technician, in that the latter works under the direct supervision and control of a licensed pharmacist, and is responsible for non-discretionary tasks related to the processing of a prescription in a licensed pharmacy.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Dispenses medications in a manner that is consistent with safe medication use.
2. Dispenses all drugs and pharmaceutical supplies, including the compounding of prescriptions, in a timely and safe manner.
3. Maintains pharmacy and satellite drug distribution areas in a safe/secure fashion.
4. Reviews and inspects patient records for drug/drug, drug/food, and idiosyncratic reactions.
5. Conducts monthly drug regimen reviews of patient records.
6. Checks drug dosage levels for consistency with current medical practice.
7. Advises/consults with other health professionals regarding pharmaceutical information.
8. Reviews drug therapy for safe use of psychotherapeutic agents as defined by the County Mental Health Medication Monitoring Plan and respective hospital quality assurance plans.
9. Inspects drug storage areas on a monthly basis to ensure compliance with Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards and California Administrative Code, Title 22, regulations.
10. Serves on a variety of hospital committees.
11. Verifies medical record documentation of all drug-related services to ensure accuracy.
12. Prepares reports detailing drug storage on treatment units, including the results of drug inspections and the detailing of drug irregularities, for submission to hospital administrator/concerned individuals.
13. Prepares quality assurance reports for members of the medical staff, as required.
14. Supervises lower level technical staff.
15. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- California Pharmacy laws and regulations.
- California Administrative Code, Title 22, Pharmaceutical Services and Title 15, Pharmaceutical Management.
- Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards.
- Pharmaceutical services standards.
- Federal Food and Drug Administration (FDA) regulations.
- Federal Drug Enforcement Administration (DEA) regulations.
- Federal and state controlled substance acts.
- Established pharmaceutical practices, e.g. drug dispensing and labeling.
- Drug indications/contraindications, dosing absorption, distribution, interactions, side effects, excretions, and metabolism.
- Evaluation/interpretation of laboratory studies.
- Computerized/automated systems used in statewide pharmacy operations.
- The General Management System in principle and practice.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Supervise and train lower level technical staff.
- Acquire pharmaceutical supplies and inventory record maintenance.
- Use computerized/automated systems used in pharmacy operations.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Graduation from an accredited college or certified equivalency for foreign studies in pharmacy; AND,
2. One (1) year of verifiable experience as a pharmacist in one of the following California-licensed health care facilities: a pharmacy serving a skilled nursing facility, retail pharmacy, or hospital. Experience must have included IV admixture.

**Note:** A doctoral degree in pharmacy is highly desirable.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Constant: neck bending, repetitive use of both hands, and reaching above and below shoulder level. Frequent: standing, waist bending, neck and waist twisting, simple grasping of both hands, and fine manipulation of both hands. Occasional: sitting, walking, squatting and may lift up to 10 lbs.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

Individuals must possess current and valid Pharmacist license, without restriction or probation, issued by the California State Board of Pharmacy.

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.

### Certification/Registration

None Required.

#### Working Conditions

May be subjected to patients with communicable diseases and persons that may be potentially hostile or violent. May be working with biohazards (i.e., medications and pharmaceutical sharps) and may be exposed to chemicals.

#### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

#### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

**New: March 26, 1963**  
**Revised: September 16, 1998**  
**Reviewed: Spring 2003**  
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Pharmacist (Class No. 004250)

Union Code: MM

Variable Entry: Y